

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0865

FLSA: Exempt

CLASSIFICATION TITLE: FIRE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/emergency work functions associated with directing operations of the fire department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs activities and operations of the fire department, to include fire suppression, fire rescue, hazardous materials, first responder, arson, vehicle extrication, fire prevention, training, and resource management.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews candidates for employment and makes hiring decisions; negotiates grievances and complaints.

Coordinates department work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Interprets and enforces applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with mayor, state/federal agencies, and other officials as needed to review department activities, provide incident status/progress, resolve problems, and receive advice/direction.

Communicates with other city departments, employees, emergency management personnel, law enforcement officials, property owners/occupants, attorneys, schools, civic organizations, the public, state/federal agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Coordinates department activities with other departments, contractors, outside agencies, or others as needed.

Supervises the operation and maintenance of fire stations and equipment; ensures fire stations and personnel maintain a state of readiness/preparation for emergency response.

Assumes command of multiple-alarm fires or major emergency calls for fire suppression, hazardous materials incidents, rescues, natural disasters, and other emergency situations.

Supervises a division of fire prevention, fire inspection, and arson investigation; authorizes large-scale fireworks displays.

Evaluates fire prevention, fire control, and other departmental policies; updates/revises as needed.

Conducts studies of departmental operations.

Directs training of fire personnel; establishes annual training programs.

Develops and implements departmental budget; makes budget recommendations; monitors and approves expenditures.

Oversees inventory of departmental equipment and supplies; initiates orders for new or replacement materials; prepares written specifications for purchase of equipment; negotiates contracts for services, equipment and supplies.

Develops and implements long and short term plans and goals for the department.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, requisitions, performance appraisals, job analyses, general orders, policies, procedures, specifications, plans, proposals, annual reports, or other documents.

Receives various forms, reports, correspondence, requisitions, vouchers, budget reports, staffing reports, court rulings, meeting minutes, pre-fire plans, fire/medical incident reports, accident/injury reports, performance appraisals, drawings, maps,

water flow charts, manuals, policies, procedures, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Directs computerized fire information systems; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, desktop publishing, database, or other software programs.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Maintains file system of departmental records.

Operates/utilizes and maintains various fire fighting and emergency medical equipment, tools, and supplies, which may include a motor vehicle, fire apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, air monitoring equipment, gauges, television, VCR, camcorder, camera, radio communications equipment, copier, calculator, printer, and facsimile machine.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Provides education to the public concerning fire safety and fire prevention; conducts tours of fire engines and station; attends fire drills, fire inspections, and pre-fire surveys.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Testifies as an expert witness in fire-related matters.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

Lobbies at the state and national level as needed.

ADDITIONAL FUNCTIONS

Coordinates with secret service officials for visits from dignitaries.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Fire Science, Public Administration or Business Administration with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible fire administration and fire fighting work at a supervisory or managerial level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter certification. Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Emergency Medical Technician certification. Must possess and maintain valid Hazardous Materials Technician certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, smoke, unsafe structures, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.